



Employing Minors Under Age 14 in Non-agricultural Jobs

PUBLICATION F700-117-000 [10/2004]

Listed below are the steps you must follow in Washington State to employ a worker under the age of 14 in non-agricultural jobs. You must follow this process in order to comply with state law ([RCW 26.28.060](#)). This requirement does not apply to children employed as actors or performers in film, video, audio or theatrical productions. See [Theatrical Employment](#) under [TeenWorkers.LNI.wa.gov](#) for steps for hiring youth in these settings. Newspaper carriers are also excluded.

If you are an employer covered under the federal Fair Labor Standards Act (FLSA), a variance to employ anyone under 14 is not possible. To determine if your business is covered under the FLSA, go to www.dol.gov/esa/regs/compliance/whd/hrg.htm#2, the U.S. Department of Labor web site, or call U.S. DOL at 206-398-8039 or toll free 1-866-487-9243.

Process for applying to employ a worker under age 14:

1. Obtain court permission to employ a minor under the age of 14 from a Superior Court judge for the county in which the prospective employee lives. Check with the court regarding their procedures and filing fees.

Fill in the appropriate employer and minor information on these two forms before submitting them to the court:

- [Employer Petition to the Court for Minor Work Permit Under Age 14](#)
- [Court Form Granting Permission for Employment of Minors](#)

They are also available on the Department of Labor and Industries (L&I) web site at [TeenWorkers.LNI.wa.gov](#), under “Forms and Publications.”

2. Obtain a Minor Work Permit endorsement on your Master Business License by completing the [Master Application](#) through the Department of Licensing at www.dol.wa.gov/forms/700028.htm. The endorsement is necessary for hiring anyone under age 18. It is necessary to file a full application in order to request the endorsement; a separate minor work permit endorsement must be obtained for **each** workplace location at which minors will be employed. You must post your Master Business License with current minor work permit endorsement, and the endorsement must be renewed annually.

Contact the state Department of Licensing at 360-664-1400, or any L&I office listed in the government or white pages of your phone book, for more information about filing the application. To find a local office, please go to www.LNI.wa.gov/ and click on “Office Locations.” You can also contact L&I’s Employment Standards section at 360-902-5316.

3. Send a copy of the signed court order and a completed [Variance Application Form](#) and the [Parent/School Authorization Form](#) to the L&I office listed on the next page.

Employment Standards Program
P.O. Box 44510
Olympia, WA 98504-4510

– OR –
By fax to 360-902-5300

After you complete these steps, and L&I approves the forms, the employee may begin work. Be sure you know the following requirements:

- Employers are required to pay any worker under the age of 16 at least 85 percent of the state's minimum wage ([WAC 296-125-043](#), Minimum Wages--Minors).
- The hours of work are those permitted under WAC 296-125-027 for minors under the age of 16. A chart listing these hours can be found at [TeenWorkers.LNI.wa.gov](#) under "Hours of Work."
- The prohibited duties listed for all minors and for those under the age of 16 apply. They can be found at [TeenWorkers.LNI.wa.gov](#).

More information

All L&I forms mentioned in this fact sheet are available to be downloaded and printed at [TeenWorkers.LNI.wa.gov](#) under "Forms and Publications." The direct links are:

Employer Petition to the Court for Minor Work Permit Under Age 14
www.LNI.wa.gov/Forms/pdf/700118af.pdf

Court Form Granting Permission for Employment of Minors
www.LNI.wa.gov/Forms/pdf/700119af.pdf

Variance Application Form
www.LNI.wa.gov/forms/pdf/700076af.pdf

Parent School Authorization Form
www.LNI.wa.gov/forms/pdf/700002af.pdf

If you have questions, please contact us at 360-902-5316 or by e-mail at teensafety@LNI.wa.gov.

Visit the L&I web site at www.LNI.wa.gov

This document is available in other formats to accommodate persons with disabilities. For assistance, call 1-800-547-8367. (TDD users, please call 360-902-5797.) Labor and Industries is an Equal Opportunity Employer.

**EMPLOYER PETITION TO THE COURT
IN THE SUPERIOR COURT FOR THE STATE OF WASHINGTON
FOR _____ COUNTY**

In re:

_____)
_____)
_____)
Minor[s]_____)
_____)
_____)
_____)

Cause No. _____

Petition for Permit-
Minors Under 14

(Name of Company)

requests a written permit of work for the above-named minor(s) to work in

(Type of Business)

DATED: _____
at _____ Washington.

(Company Representative)

(Company's Permanent Address)

FOR COUNTY

| | |
|----------|---|
| In re: |) |
| |) |
| |) |
| |) |
| Minor[s] |) |
| |) |
| |) |
| |) |

Order / Permission

ORDERED, ADJUDGED AND DECREED as follows:

(Name of Company)

(Minor Name[s]) _____ in their business.

(Name of Company)

DONE IN OPEN COURT THIS DATE

(Name of Company)

(Name of Company Representative)



VARIANCE APPLICATION

For exceptions from specific rules governing employment of minors.

Instructions for completing this form are on *next page*

Variances must be approved by the Department of Labor and Industries to be valid. Your business will receive an Approved Variance Certificate if this application is approved.

WAC 296-131-140, Variances—Agricultural Employment, and WAC 296-125-0600, Variances—Non-Agricultural Employment, provides that the Department of Labor and Industries may grant an employer a variance from specific rules. **The employer must show good cause as defined in the regulations in order to be granted a variance.** The affected minor employee, school and parent or legal guardian must be advised of the requested variance, and the required Parent/School Authorization form must include the proposed exceptions.

The department will review the following information in consideration of granting the requested variance. **In order for us to process this application, it must be completed in full.**

1. UBI NUMBER FOR THIS BUSINESS

LOCATION:

9-Digit Unified Business Identifier (UBI) 3-Digit Business ID 4-Digit Location ID

2. Business name

Mailing address

City

State

ZIP+4

3. Location address

City

State

ZIP+4

Point of Contact

Email address

Telephone number

FAX number

4. Name(s) of minor(s) affected

Address

Birth date (mo/day/yr)

5. Section(s) of minor work rules for which variance is requested. (List regulation number and title.)

WAC 296- -

WAC 296- -

6. Proposed alternative to rule. Please describe what you want minor(s) to do, e.g., work more hours, total number of hours per day and week, duties, etc.

NOTE: A fully completed copy of the Parent/School Authorization form (F700-002-000) for each minor listed above must be attached to this application. Each minor's form must include the proposed exception.

7. Reason(s) and circumstances specified along with any information necessary to support your request, e.g., demonstration of good cause.

| | | | |
|------|-------|--------------|--------------------------------------|
| Date | Title | Printed Name | Signature of employer representative |
|------|-------|--------------|--------------------------------------|

Variance Application Instructions

The Department can accept only those Variance Applications that have been completed in full. Any applications not completed in full will be returned to the employer for completion. Following are some guidelines for completing the form:

1. The complete Uniform Business Identifier (UBI) number from the Master Business License for the business location where the minor will be working.
2. The complete business name and mailing address as shown on the Master Business License.
3. If the minor is working at a business location *other than the mailing address*, please let us know the location. We must have the UBI number on this application for the *location* where the minor is working.
4. We must have the complete name, address, and birth date of the minor(s) for which this variance is requested. If it is a blanket variance for any minor hired at this location, please specify.
5. For which section of the minor work regulations are you seeking a variance? Examples include: "027" =Hours of Work; "030" = Prohibited & Hazardous Employment.
6. List the specific details of the variance request, for example, work more hours, work earlier or later hours, duties, etc. Please list the specific shifts, total number of hours each day, total number of hours each week, or specific prohibited duties, etc., that you wish the minor(s) to work.
7. Explain briefly the reasons (good cause) for this variance request, such as, minor is self-supporting and needs additional hours, longer hours required to meet business needs, etc. Also, please indicate if the minor is attending school and his or her school hours.

Note: The Department of Labor and Industries will not approve a variance that conflicts with federal child labor laws. If you have questions regarding coverage under federal law, please call the U. S. Department of Labor toll-free at (866) 487-9243.

Variance Applications and Parent/School Authorization forms may be faxed to (360) 902-5300. If you would like the approved Variance Certificate faxed back to your business, please state so on your cover sheet.



PARENT/SCHOOL AUTHORIZATION

For parents or legal guardians and school officials to indicate approval for a minor employee to work according to the terms listed by the employer.

Email: teensafety@Lni.wa.gov OR web page: www.TeenWorkers.Lni.wa.gov

THIS IS NOT A MINOR WORK PERMIT

Employers must obtain a minor work permit endorsement on their Master Business License for each workplace with employees under age 18. Minor work permit endorsements must be renewed each year. Go to www.DoL.wa.gov/forms/700028.htm

PLEASE NOTE: This form is to be kept on file by the employer at the minor's workplace and be available for departmental audit. Additionally, the employer must renew this parent/school authorization by September 30 of each year.

| | | | | | | | |
|--|--|--|-----|--|--|---|-----|
| (This section to be completed by the employer and minor employee.) | | | | COMPLETE ALL SECTIONS IN FULL. | | | |
| Name of minor: | | | | Name of minor's school: (If home schooled, please note) | | | |
| Minor's address: | | | | School's address: | | | |
| City | | State | ZIP | City | | State | ZIP |
| Minor's Birth Date | | | | Date | | Signature of MINOR EMPLOYEE: | |
| (Must be accompanied by proof) Month Day Year | | | | | | | |
| Wage <i>per hour</i> to be paid: \$ | | Number of <i>working days per week</i> : | | Is minor employed at any other job? <input type="checkbox"/> Yes <input type="checkbox"/> No | | If answered as "yes", list total hours worked <i>per week</i> at other job: | |
| Max. hours to be worked <i>per day</i> during school year : Monday - Thursday _____ Friday - Sunday _____ Max. hours to be worked <i>per day</i> during non-school year : Monday - Sunday _____ | | | | Max. hours to be worked <i>per week</i> during school year : Weekly max: _____ Max. hours to be worked <i>per week</i> during non-school year : Weekly max: _____ | | | |
| Earliest start time during school year Monday-Sunday am-pm: _____ | | | | Latest quit time during school year Sun- Thursday am-pm: _____ Friday - Saturday am-pm: _____ | | | |
| Earliest start time during non-school year Monday-Sunday am-pm: _____ | | | | Latest quit time during non-school year Monday -Sunday am-pm: _____ | | | |

The minor will have the following job duties:

| | | |
|--------------|--|------------------|
| Name of firm | | Telephone number |
|--------------|--|------------------|

Location address of **minor's** workplace:

| | | |
|------|-------|-----|
| City | State | ZIP |
|------|-------|-----|

UBI number for **this** business location:

| | | | | | | | | |
|--|--|-------|---------------------|--|---|--|---|--|
| 9-Digit UBI Number for business location | | | 3-Digit business ID | | 4-Digit Location ID | | Expiration date of minor work permit endorsement: | |
| | | | | | | | Month Day Year | |
| Date | | Title | | | Signature of EMPLOYER or REPRESENTATIVE | | | |

PARENTAL AUTHORIZATION

(These sections to be completed by the minor's parent or legal guardian and school after employer completes top portion.)

| | | |
|---|------------------|---------------------------------------|
| I CONSENT TO ALLOW THE MINOR LISTED TO BE EMPLOYED AT THE OCCUPATION AND UNDER THE CONDITIONS STATED ABOVE | | |
| Date | Telephone Number | Signature of PARENT or LEGAL GUARDIAN |
| Address of parent or legal guardian | | |
| City | State | ZIP |

Note: The school may limit the hours of work for a student according to how the student will be affected by working too many hours, e.g., homework, attendance, etc. and may reduce and approve fewer hours than the rules allow or requested by the employer or parent.

SCHOOL AUTHORIZATION (when school is in session)

| | | | |
|---|------------------|--------|-------------------------------|
| THE STATED HOURS OF EMPLOYMENT MEET THE REQUIREMENTS OF SCHOOL ATTENDANCE REGULATIONS AND ARE HEREBY APPROVED. | | | |
| Date | Telephone Number | Title: | Signature of SCHOOL AUTHORITY |

General Information on Hours of Work Allowed For Minors

| Hours and Schedules Minors are Permitted to Work in Non-agricultural Jobs | | | | | |
|--|----------------------------------|--------------|-------------|--------|--|
| | Hours a Day | Hours a Week | Days a Week | Begin | Quit |
| 14- and 15-year-olds | | | | | |
| School weeks | 3 hours (8 hours Sat. - Sun.) | 16 hours | 6 days | 7 a.m. | 7 p.m. |
| Non-school weeks | 8 hours | 40 hours | 6 days | 7 a.m. | 7 p.m. (9 p.m. June 1 to Labor Day) |
| 16- and 17-year-olds | | | | | |
| School Weeks | 4 hours (8 hours Fri. - Sun.) | 20 hours | 6 days | 7 a.m. | 10 p.m. (Midnight Fri. - Sat.) |
| School weeks with a special variance from school | 6 hours (8 hours Fri. - Sun.) | 28 hours | 6 days | 7 a.m. | 10 p.m. (Midnight Fri. - Sat.) |
| Non-school weeks | 8 hours | 48 hours | 6 days | 5 a.m. | Midnight |
| <ul style="list-style-type: none"> An adult must supervise minors working after 8 p.m. in service occupations, such as restaurants and retail businesses. Overtime rules apply for all hours worked over 40 in one week. These rules also apply to home-schooled teens. | | | | | |



PARENTS: To obtain a copy of the prohibited duties and other child labor provisions, you may contact L&I's central office through the various options listed on the front side of this form, or call your local L&I office listed in the government pages of the telephone book.

| Hours and Schedules Minors are Permitted to Work in Agricultural Jobs | | | | | |
|---|------------------------------------|--|-------------|---|--|
| | Hours a Day | Hours a Week | Days a Week | Begin | Quit |
| 12- and 13-year-olds | | | | | |
| Non-school weeks | 8 hours | 40 hours | 6 days | 5 a.m. | 9 p.m. |
| Note: 12- and 13-year-olds are allowed to work only during non-school weeks hand-harvesting berries, bulbs, cucumbers and spinach. | | | | | |
| 14- and 15-year-olds | | | | | |
| School weeks | 3 hours 8 hours Non-school days | 21 hours | 6 days | 7 a.m. (6 a.m. in animal agriculture and irrigation) | 8 p.m. |
| Non-school weeks | 8 hours | 40 hours | 6 days | 5 a.m. | 9 p.m. |
| * Exception: 14- and 15-year-olds are allowed to work 7 days a week in dairy, livestock, hay harvest and irrigation during school and non-school weeks. | | | | | |
| 16- and 17-year-olds | | | | | |
| School weeks | 4 hours 8 hours Non-school days | 28 hours | 6 days | 5 a.m. | 10 p.m. (No later than 9 p.m. on more than 2 consecutive nights before a school day.) |
| Non-school weeks | 10 hours | 50 hours (60 hours per week in mechanical harvest of peas, wheat and hay) | 6 days | 5 a.m. | 10 p.m. |
| * Exception: 16- and 17-year-olds are allowed to work 7 days a week in dairy, livestock, hay harvest and irrigation during school and non-school weeks. | | | | | |

Optional Special Variance Authorization (Non-agricultural Employment Only) For Participating Schools*

A Special Variance allows a 16- or 17-year old minor to work up to 28 hours per week with 6-hour shifts during the school week **with approval of the authorized school official and the parent.** This authorization must be signed by the employer, the minor, the minor's authorized school official [pursuant to WAC 296-125-070(3)], and the minor's parent or legal guardian.

School officials should not sign the Special Variance if a review of the student's progress indicates the additional work hours will be detrimental to the minor's academic education. Please note that the employer must renew this form each year.

| | | |
|-------|--------|--|
| Date: | Title: | Signature of EMPLOYER or REPRESENTATIVE: |
| | | ➔ |
| Date: | | Signature of MINOR EMPLOYEE: |
| | | ➔ |
| Date: | Title: | Signature of SCHOOL AUTHORITY: |
| | | ➔ |
| Date: | | Signature of PARENT or LEGAL GUARDIAN: |
| | | ➔ |

* Schools interested in using this 28-Hour Special Variance process must first enroll in the program by contacting the Department of Labor and Industries at the office listed on the front of this form.